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# Regulatory Time Frames for Environmental Assessment

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The Environmental Assessment Regulations and the Environmental Assessment Panel Regulations, pursuant to Part IV of the Nova Scotia *Environment Act*, set out the time frames for environmental assessment (EA).<sup>1</sup>

Regulated time frames for EA ensures greater certainty throughout an assessment, provides the proponent with a clear understanding of the time it takes to complete an assessment and allows for consistent public participation.

The time frames for EA differ depending on the Class of undertaking being assessed and the amount of information required of the proponent. Where an EA is also required by other jurisdictions, the process and the time frames may be modified to allow for the effective coordination or harmonization of the assessment.

If the undertaking receives EA approval, the proponent must commence work on the undertaking within **2 years** of the approval unless granted an extension by the Minister.

<sup>1</sup> This document is a guide only. Where the following process and time frames differ from the regulations, the regulations shall prevail.

## **CLASS 1 UNDERTAKINGS**

An EA for a Class 1 undertaking takes **50 days** (Figure 1). The details of an EA for a Class 1 undertaking is as follows (all days are calendar days):

### Registration

The proponent submits the registration document (RD) for EA Approval. One week after all the required information is received the project registers.

### Public Notice

Within **7 days** of registering an undertaking for EA, the proponent publishes a Notice of Registration in two newspapers inviting the public to submit comments to Nova Scotia Environment (NSE). If there is no newspaper in the local area of the undertaking, the proponent must post the notice in a public building in the local area. Within **7 days** of the publication, the proponent files copies of the newspaper notices with the NSE EA Administrator.

### Public and Government Comment on RD

The RD is circulated with a cover letter and contact list to various government and non-government offices. The proponent is responsible for arranging two public viewing locations in the area of the undertaking. The review period is **30 days** for both government and the general public. All comments received from the public consultation will be posted on the department's website for public viewing. In the case of an individual, the address, email and contact information will be removed before being placed on the website. By submitting your comments, you are consenting to the posting of your comments on the department's website.

### Review of Comments and Preparation of Report and Recommendations

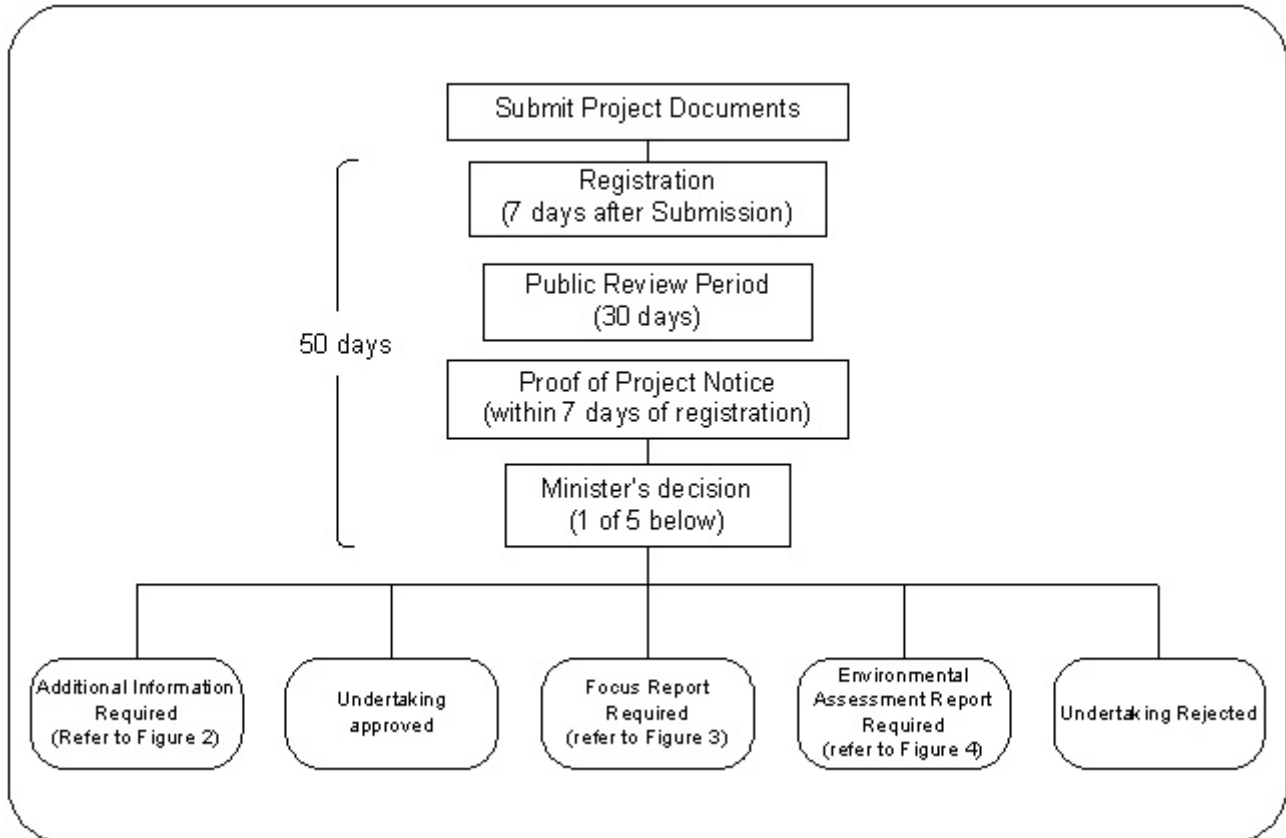
Following the deadline for receipt of comments, the EA Administrator will review all comments on the RD and prepare a Report and Recommendation for the Minister's consideration.

### Minister's Decision

Within **50 days**<sup>2</sup> of registration, the Minister must make one of the following decisions: a) additional information is required; b) undertaking is approved; c) focus report required; d) environmental assessment report required; or e) the undertaking is rejected.

<sup>2</sup> Day means a calendar day, except for December 23rd to January 2nd, which are counted as one day in the EA timeline.

Figure 1: Steps Required During an Environmental Assessment - Class 1



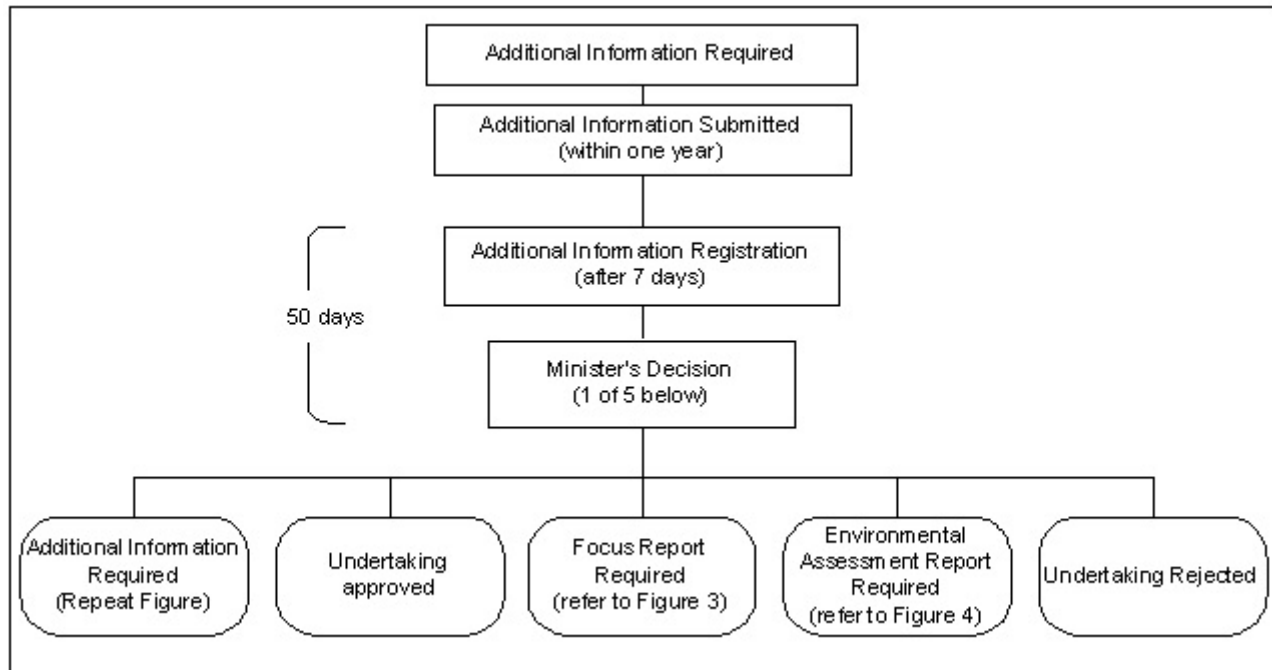
### **Class 1 Decision - Additional Information Required**

#### Submission of Additional Information

The proponent must submit the required information as an addendum to the original RD (Figure 2). The proponent has one year to submit the additional information.

#### Minister's Decision

Within **50 days** of receiving the required information, the Minister must make one of the following decisions: a) additional information is required; b) undertaking is approved; c) focus report required; d) environmental assessment report required; or e) the undertaking is rejected.



**Figure 2: Additional Information Required**

### **Class 1 Decision - Focus Report Required**

Where the Minister has required a focus report be prepared, the proponent cannot commence the undertaking or any part thereof until the undertaking has been approved. The following process applies to the preparation of a focus report (Figure 3):

#### Terms of Reference Preparation

Within **25 days** of the Minister's decision to require a focus report, the EA Administrator must provide the proponent with written terms of reference for the focus report.

#### Submission of the Focus Report

The proponent has up to **1 year** to prepare the focus report and submit the required number of copies to the EA Administrator. The Minister may extend this time period if needed.

#### Public Notice of the Focus Report

Within **14 days** of receiving the focus report, the EA Administrator publishes a notice inviting the public to provide written comments on the focus report.

#### Public and Government Comments on Focus Report

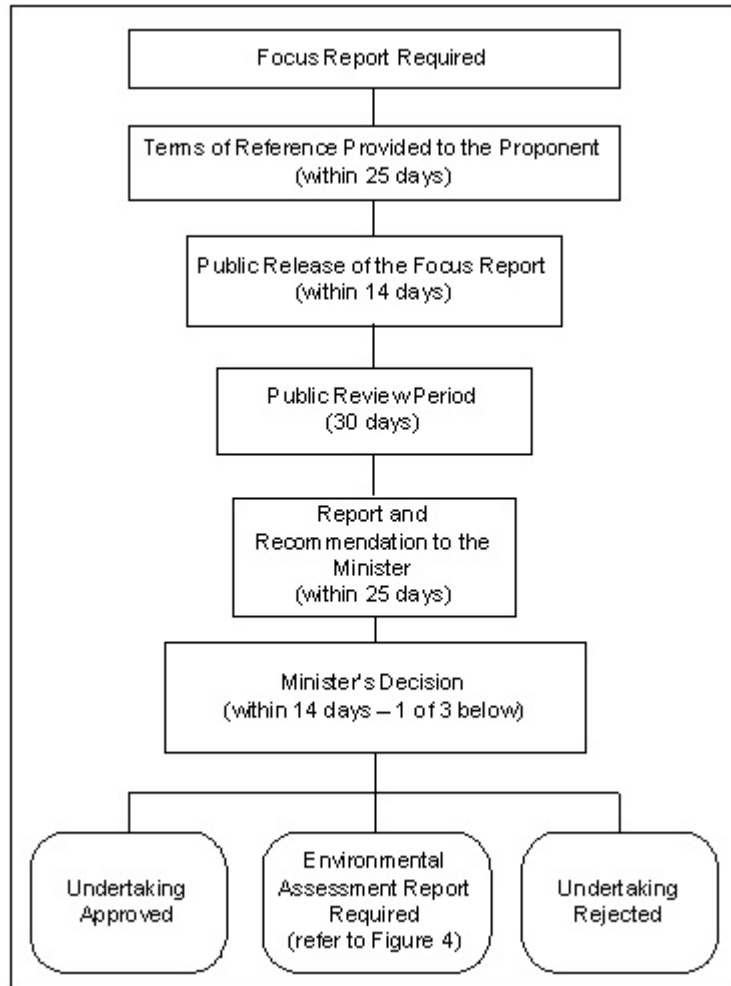
Written comments regarding the focus report must be submitted to the EA Administrator within **30 days** following publication of the notice. If the Minister is in the opinion that a 30 day public comment period is insufficient, an extension may be granted. All comments received from the public consultation will be posted on the department's website for public viewing. In the case of an individual, the address, email and contact information will be removed before being placed on the website. By submitting your comments, you are consenting to the posting of your comments on the department's website.

#### Review of Comments and Preparation of Report and Recommendations

Within **25 days** the EA Administrator will review and provide a summary of comments received from nearby municipalities, provincial and federal governments, and the general public together with a recommendation to the Minister for a decision.

#### Minister's Decision

Within **14 days** of receiving the report and recommendation, the Minister must make one of the following decisions: a) undertaking is approved; b) environmental assessment report required; or c) the undertaking is rejected.



**Figure 3: Focus Report Required**

## **Class 1 Decision - Environmental Assessment Report Required**

Where the Minister has required an environmental assessment report be prepared, the proponent cannot commence the undertaking or any part thereof until the undertaking has been approved. The following process applies to the preparation of an environmental assessment report (Figure 4):

### Notification

Within **14 days** of the Minister's decision to require an environmental assessment report, the EA Administrator publishes a notice inviting the public to submit written comments for consideration in preparation of terms of reference (TOR) for the environmental assessment report.

### Public and Government Comment on TOR

Written comments regarding the TOR must be submitted to the EA Administrator within **30 days** following publication of the notice. All comments received from the public consultation will be posted on the department's website for public viewing. In the case of an individual, the address, email and contact information will be removed before being placed on the website. By submitting your comments, you are consenting to the posting of your comments on the department's website.

The EA Administrator considers comments from the public, nearby municipalities, provincial and federal government departments, any affected cultural community, and the proponent when preparing the final terms of reference.

### Proponent Response

Within **5 days** after the expiration of the public comment period, the proponent is provided with copies of the received comments and has **21 days** to respond to the comments received on the TOR.

### Issue Final TOR

Within **14 days** of the final date for written response from the proponent, the EA Administrator provides the proponent with the final terms of reference for the environmental assessment report.

### Environmental Assessment Report Preparation

The proponent has **2 years** from the time when the TOR is issued to submit a draft environmental assessment report. The Minister may extend this time period by **1 year**.

### Review of Draft Environmental Assessment Report

Within **14 days** of receiving the final draft environmental assessment report, the EA Administrator advises the proponent that the environmental assessment report satisfies or does not satisfy the requirements of the TOR. If the report is deficient, the proponent must submit the additional information, which is reviewed for another **14 days**.

### Submission of Environmental Assessment Report

Within **14 days** of the draft environmental assessment report being accepted, the

proponent must provide the number of copies of the EA Report specified by the EA Administrator. The EA Administrator may extend this time limit.



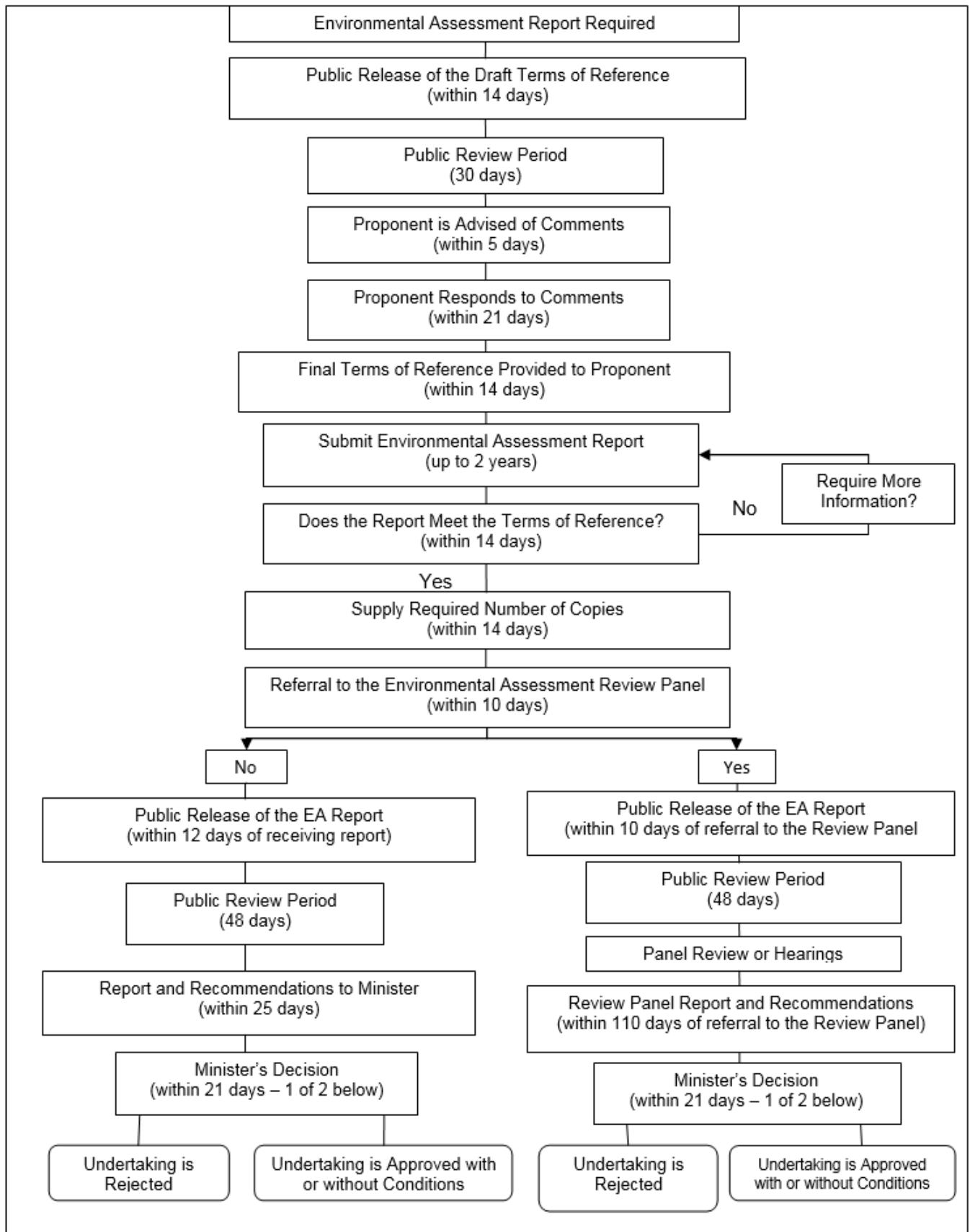


Figure 4: Environmental Assessment Report Required

### Referral to the Environmental Assessment Review Panel (EA Panel)

Within **10 days** of receiving the required number of copies of the environmental assessment report, the Minister must decide whether or not to refer the report to the EA Panel.

### ***Environmental Assessment Report Not Referred to the EA Panel***

#### Public Notice of the Environmental Assessment Report

When the environmental assessment report is not referred to the EA Panel, the EA Administrator has **12 days** after receiving the environmental assessment report to publish a notice inviting the public to submit written comments.

#### Public and Government Comment on the Environmental Assessment Report

Written comments regarding the environmental assessment report must be submitted to the EA Administrator within **48 days** following publication of the notice. The Minister may extend the review period if necessary. All comments received from the public consultation will be posted on the department's website for public viewing. In the case of an individual, the address, email and contact information will be removed before being placed on the website. By submitting your comments, you are consenting to the posting of your comments on the department's website.

#### Review of Comments and Preparation of Report and Recommendation

Within **25 days** the EA Administrator will review and provide a summary of comments received from nearby municipalities, provincial and federal governments, and the general public together with a recommendation to the Minister for a decision. The Minister may extend the review period if necessary.

#### Minister's Decision

Within **21 days** of receiving the report and recommendation from EA Administrator, the Minister advises the proponent in writing whether the undertaking is approved, approved with conditions, or is rejected.

### ***Environmental Assessment Report Referred to the EA Panel***

#### EA Panel Public Hearings or Review

The EA Panel must conduct a public hearing or review of the proposed project. Within **12 days** of the referral, the Panel Administrator will publish a notice announcing the release of the report to the public and will invite the public to provide written comments to the Panel Administrator within **48 days** following publication of the notice. The Minister may extend the 48 day review period.

The Panel may also decide to conduct a hearing to:

- a) receive submissions and comments from any interested party;
- b) to ask questions and seek answers respecting the environmental effect of an undertaking; and

- c) to provide information which will assist the hearing panel in the preparation of its report and recommendations to the Minister.

The Environmental Assessment Review Panel Regulations outline the hearing procedures and process. The EA Panel has **110 days** from the referral of the environmental assessment report to the EA Panel to submit a Report and Recommendation to the Minister.

#### Minister's Decision

Within **21 days** after receiving the Report and Recommendation from the EA Panel, the Minister advises the proponent in writing whether the undertaking is approved, approved with conditions, or is rejected.

## **CLASS 2 UNDERTAKINGS**

A Class 2 EA can take as long as **275 days**, not including additional time that the proponent will require for report preparation (Figure 5). The details of the Class 2 EA process are as follows (all days are calendar days).

#### Registration

The proponent submits the RD for EA Approval. Seven days after all required information is submitted, the project registers.

#### Notification

Within **14 days** of the project registration, the EA Administrator publishes a notice inviting the public to submit written comments for consideration in preparation of terms of reference (TOR) for the environmental assessment report.

#### Public and Government Comment on TOR

Written comments regarding the TOR must be submitted to the EA Administrator within **30 days** following publication of the notice. All comments received from the public consultation will be posted on the department's website for public viewing. In the case of an individual, the address, email and contact information will be removed before being placed on the website. By submitting your comments, you are consenting to the posting of your comments on the department's website.

The EA Administrator considers comments from the Mi'kmaq of Nova Scotia, nearby municipalities, provincial and federal government departments, any affected cultural community, and the proponent when preparing the final terms of reference.

#### Proponent Response

Within **5 days** after the expiration of the public comment period, the Administrator will advise

the proponent of any comments received on the TOR. The proponent has **21 days** to respond to the comments received.

#### Issue Final TOR

Within **14 days** of receiving the response from the proponent, the EA Administrator provides the proponent with the final terms of reference for the environmental assessment report.

#### Environmental Assessment Report Preparation

The proponent has **2 years** from the time when the TOR is issued to submit a draft environmental assessment report. The Minister may extend this time period by **1 year**.

#### Review of Draft Environmental Assessment Report

Within **14 days** of receiving the final draft environmental assessment report, the EA Administrator advises the proponent that the environmental assessment report satisfies or does not satisfy the requirements of the TOR. If the report is deficient, the proponent must submit the additional information, which is reviewed for another **14 days**.

#### Submission of Environmental Assessment Report

Within **14 days** of the draft environmental assessment report being accepted, the proponent must provide the number of copies of the EA Report specified by the EA Administrator. The EA Administrator may extend this time limit.

#### Referral to the Environmental Assessment Review Panel (EA Panel)

Within **10 days** of receiving the required number of copies of the environmental assessment report, the Minister refers the report to the EA Panel.

#### EA Panel Public Hearings or Review

The EA Panel must conduct a public hearing or review of the proposed project. Within **12 days** of the referral, the Panel Administrator will publish a notice announcing the release of the report to the public and will invite the public to provide written comments to the Panel Administrator within **48 days** following publication of the notice. The Minister may extend the 48 day review period.

The Panel may also decide to conduct a hearing to:

- a) receive submissions and comments from any interested party;
- b) to ask questions and seek answers respecting the environmental effect of an undertaking; and
- c) to provide information which will assist the hearing panel in the preparation of its report and recommendations to the Minister.

The Environmental Assessment Panel Regulations outline the hearing procedures and process. The EA Panel has **110 days** from the referral of the environmental assessment report to the EA Panel to submit a Report and Recommendation to the Minister.

Minister's Decision

Within **21 days** after receiving the Report and Recommendation from the EA Panel, the Minister advises the proponent in writing whether the undertaking is approved, approved with conditions, or is rejected.

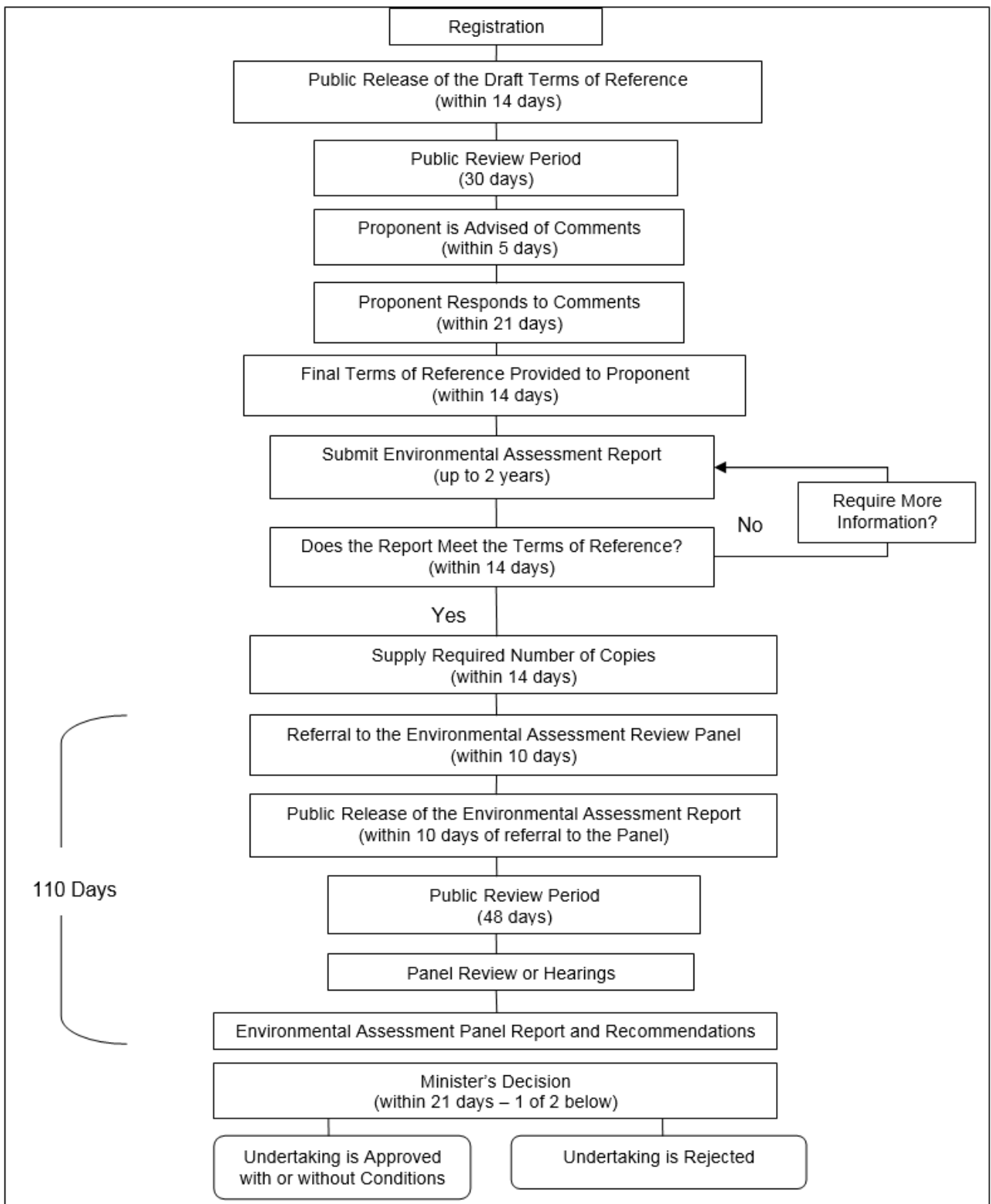


Figure 5: Steps Required During an Environmental Assessment - Class 2

## **GLOSSARY**

Please refer to the *Environment Act*, Environmental Assessment Regulations and the Environmental Assessment Panel Regulations for complete definitions.

### **Administrator**

A person appointed by the Minister for the purposes of the Act, and includes an acting Administrator.

### **Commence Work**

To begin construction or site preparation activity for an undertaking or any part thereof.

### **Environment**

The components of the earth and includes

- (i) air, land and water;
- (ii) the layers of the atmosphere;
- (iii) organic and inorganic matter and living organisms;
- (iv) the interacting systems that include components referred to in subclauses (i) to (iii); and
- (v) for the purposes of Part IV, the socio-economic, environmental health, cultural and other items referred to in the definition of environmental effect.

### **Environmental Assessment**

A process by which the environmental effects of an undertaking are predicted and evaluated and a subsequent decision is made on the acceptability of the undertaking.

### **Environmental Assessment Report**

A report submitted by the Proponent that is required to meet the TOR provided by the EA Administrator. This report describes the project and any potential socio-economic, environmental health, or cultural effects. This report may or may not be referred to the EA Panel.

### **Environmental Effect**

In respect of an undertaking,

- (i) any change, whether positive or negative, that the undertaking may cause in the environment, including any effect on socio-economic conditions, on environmental health, physical and cultural heritage or on any structure, site or thing including those of historical, archaeological, paleontological or architectural significance; and
- (ii) any change to the undertaking that may be caused by the environment, whether the change occurs inside or outside the Province.

### **Focus Report**

A report submitted by the Proponent that that is required to meet the TOR provided by the EA Administrator. This report presents information regarding a specific aspect of the undertaking that requires further review.

**Hearing**

A public hearing or review before the hearing review panel.

**Hearing Review Panel**

A committee of the Panel appointed pursuant to clause 43(a) of the Act to conduct a hearing relating to the environmental assessment of an undertaking.

**Minister**

The Minister of the Environment.

**Proponent**

A person who,

- (i) carries out or proposes to carry out an undertaking;
- (ii) is the owner or person having care, management or control of an undertaking.

**Registration Document**

A document that identifies the proponent and outlines the general characteristics of the undertaking (e.g. location, nature, purpose, schedules, etc.). This report describes the project and any potential socio-economic, environmental health, or cultural effects.

**Terms of Reference**

An outline of the information that must be included in a focus report and environmental assessment report.

**Undertaking**

An enterprise, activity, project, structure, work or proposal and may include, in the opinion of the Minister, a policy, plan or program that has an adverse effect or an environmental effect and may include, in the opinion of the Minister, a modification, extension, abandonment, demolition or rehabilitation as the case may be, of an undertaking.